



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

April 14, 2004

RQ-2

Christopher J. Ward, Treasurer  
National Republican Congressional Committee  
320 First St.  
Washington, DC 20003

**Response Due Date:**  
**May 14, 2004**

Identification Number: CG0075820

Reference: Amended March Monthly Report (2/1/03-2/28/03) received 2/13/04

Dear Mr. Ward:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-The beginning cash balance of this report should equal the ending balance of your Amended February Monthly Report received 1/13/04. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-The totals listed on Lines 7, 28a, 28c and 31, Column B of the Summary and Detailed Summary Page(s) appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. Please amend your report and any subsequent reports that may be affected by this correction.

-Please provide a Schedule C or D, as appropriate, to support the entry of \$5,256,442.70 reported on Line 10 of the Summary Page. Loans and debts must be continuously reported until they are either repaid or settled. 11 CFR §104.3(d)

-Line 15 of the Detailed Summary Page discloses receipts for offsets to operating expenditures during the reporting period. Please clarify whether

this figure includes any receipts from a single source, that aggregate greater than \$200 in the calendar year. If this is the case, please amend your report(s) by itemizing the receipts on Schedule A. 2 U.S.C. §434(b)(2)(I)

-Line 21(b) of the Detailed Summary Page discloses operating expenditures during the reporting period. Please amend your report to clarify whether this figure includes any disbursements to payees that aggregate greater than \$200 in the calendar year. If this is the case, itemize the expenditures on Schedule B. 11 CFR §104.3(b)(3)

-Please provide a Schedule B to support the entry reported on Line 23 of the Detailed Summary Page. Each contribution made to a federal candidate or committee must be itemized on Schedule B regardless of the amount contributed. 11 CFR §104.3(b)(3)(v)

-Please provide a Schedule B to support the entry reported on Line 26 of the Detailed Summary Page. All loans repaid by your committee must be itemized on Schedule B regardless of the amount. 2 U.S.C. §434(b)(6)(B)(ii)

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. Requests for extensions of time in which to respond will not be considered. Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or my local number (202) 694-1142.

Sincerely,

*Andrea Needles*

Andrea Needles  
Senior Campaign Finance Analyst  
Reports Analysis Division

